|  |  |
| --- | --- |
| Role | Responsibility |
| Superintendent | * Provide regular communication to the board and community. * Direct project expansion and visioning. * Coordinate efforts with Apple, Inc. * Coordinate business partnership development. |
| Office of Teaching and Learning and Director of Technology | * Provide regular communication to the board through Curriculum & Technology Committee meetings. * Provide support, guidance and assistance to Principals and Assistant Principals on any aspect of the initiative as requested. * Collaborate with Principals and Supervisor of Instructional Practice to support professional development needs. * Establish and monitor effective communication within the Technology Department. * Establish assessment/evaluation processes for the initiative. |
| Teachers | * Work with students directly to resolve day to day issues and questions. * Escalate laptop issues such as lost or stolen computers, questionable material, policy violations, etc., to the Principal/Assistant Principal and ITS Department. * Adapt and modify instruction as appropriate. |
| Principals/Assistant Principals | * Make key decisions regarding stolen or missing computers, questionable material, policy violations and related disciplinary infractions using Policy ? as the guide. * Communicate major infractions or violation trends to the Office of Teaching and Learning and the Director of Information Technology. * Organize professional development with the assistance of the Assistant to the Superintendent for Teaching and Learning. * Monitor and encourage changes in instructional use of technology. |
| Office of Teaching and Learning | * Provide support, guidance and assistance to Principals and Assistant Principals on instructional aspects of the initiative as requested. * Collaborate with Assistant Superintendent and Principals to support professional development needs. |
| Network Administrator and Systems Administrator | * Work collaboratively and oversee functionality and security of laptop computers and the District network, including server’s and wireless infrastructure. * Establish and monitor effective communication within the Technology Department. |
| Technology Specialist | * Perform daily network and computer maintenance. * Communicate regularly with Principals, Assistant Principals, Network Specialist and Director of Data and Technology on issues related to laptop computers and network operation. * Maintain records of repairs, maintenance requests, and insurance claims. |
| Technology Department Secretary | * Maintain records of insurance fees paid and invoices for insurance claims. * Mail monthly insurance fee invoices to families. * Communicate information regarding non-payment of invoices regularly with building principals and families. |